**TRAIL BOSS MANUAL**

(Both Trail Boss & Assistant Trail Boss receive Free site & food)

1. Coordinates with Wagon Master with rallies (at least the number required by the national Bylaws). (California Chapter has 7 rallies; Feb, Mar, Apr, May, Sept, Oct & Nov)
2. Obtains a signed contract from the Wagon Master for the upcoming rally
3. Obtains a Certificate of Liability from Wagon Master for each scheduled rally and provides a copy to the site-vendor if required
4. Reviews rally plans to ensure compliance is met with the site-vendor (# of sites, club house use, catering allowed or cooking allowed, rules and regulations of site) and safety.
5. Encourage others to become assistant trail boss to help with rally
6. Responsible for sending rally information and Registration Forms to the *Spot-Lite* Editor and Webmaster for publication in two (2) issues prior to the rally.
7. Responsible to send a tentative list of guests, first timers, and any dignitaries (Officers) to the Member Services Chairperson two weeks prior to each rally.
8. Responsible for recording each Registration Form for each rally:
	1. Either by hand or by Excel spread sheet
	2. Confirm by email that you received their check, so they don’t worry. If you assign them a site, make sure that is discussed with them also
		1. Try to place ADA members closest to the clubhouse if used
	3. Number of coaches, persons, $ for food $ for site, assigned RV Site (see sample of Excel spread sheet)
	4. Either sends checks to the treasurer with names or deposits at the chapter’s Bank of America account (deposit slips can be provided)
9. Forwards copy of RV Site assignments which could include names and addresses to site-vender if requested otherwise get volunteers to help get the coaches to the prober site at the event (see on-site)
10. Makes decision(s) regarding food preparations depending on (If you plan on cooking meals on your own with volunteers, make sure you get permission to go to the trailer (Hemet CA) or have someone close that is coming to rally, pick up the needed supplies. (Each box is labeled and an inventory sheet inside) Coffee pots are also in trailer). Contact Paul Flickinger for contacts name and address:
	1. Number of members in attendance
	2. Meals everyday or just dinners or breakfast & dinners (Thursday is up to you nothing or snacks (they are not paying for that night).
	3. Catering is allowed and so is Pot Lucks (depending of course on situations that may not allow such)
11. Wagon Master should have already discussed with President if there will be a board & general meeting at the rally and on which month. But ask if you are not sure.
12. Trail boss can also make decision on games to be played where and what times. If you have a volunteer for games, confirm with game person on what would fit best at each rally
13. Submit any funds that trail boss puts out of pocket for rally. Basically, you should not have to put any money out of your pocket. If you know the total price of everything you need to purchase and from where, fill out form and request that money (keep all receipts, you will turn in with your financial form or request for reimbursement) See attached Form
14. Ensures that a financial report for each rally is provided to the Treasurer within 15 days of rally completion and to the Wagon Master. See attached sample)

Trail Boss Manual Continued

Onsite Responsibilities

1. Try to be there either early same day as rally or the day before
	1. Set up signs directing people to the event (Chapter should have signs & feather flags stored in trailer (Hemet CA)
	2. If they must sign in at the registration office, make sure there is a posted sign outside of registration or explain in the Spot-Lite or on registration form.
	3. Have volunteers with a list of all coaches & sites to assist in getting them to their site. DO NOT ASSIST THEM IN PARKING THEIR RIGS.
2. If clubhouse at site is to be used, get keys if they allow from the manager to unlock for your use. (some places will open and close and will not give you keys)
3. Trail boss is responsible that all coaches have a list of rules of the site-vendor, also have a list of emergency numbers available.
4. Set up what ever is needed with volunteers to prepare for cooking if there is a kitchen and you so choose to cook or make ready for catering. Make sure that all foods that are requiring refrigeration are stored properly and all foods that must be cooked or warmed are done so properly.
5. Make sure that prior to leaving clubhouse each day that it is clean, get members to assist you.
6. Make sure all members are aware to pick up after themselves in clubhouse and their site.